

Request for Proposal

RFC Series Editor

The Internet Society

On behalf of the

Internet Architecture Board

Date of Issuance: August 7, 2017

Proposal Submission Deadline: September 11, 2017

RFC Series Editor Request for Proposal

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Section I: General Procedural Information

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A. Summary

The IETF Administrative Oversight Committee (IAOC), on behalf of the Internet Architecture Board (IAB), announces this Request for Proposal for an RFC Series Editor contractor. The Internet Society (ISOC) will be executing the contract on behalf of the IAB.

The RFC Series Editor (RSE) has overall responsibility for the quality, continuity, and evolution of the Request for Comments (RFC) Series, the Internet's seminal technical standards and publications series as set forth in RFC 6635. The Series documents technical, operational, and organizational details about the Internet, covering many aspects of computer networking, including protocols, procedures, programs, and concepts.

The RFC Series was created in 1969 and publishes over 350 new RFCs every year. The RFC Series Editor has both operational and policy development responsibilities, including the editorial management of the RFC Series and the development of policies for editing, publishing, archiving, and accessing RFCs. Editorial management includes supervising the RFC Production Center and the RFC Publisher contractors, which review, prepare, and publish RFC Series documents. This is an editorial management position, and does not have direct responsibility for editing RFC Series documents or document publication determinations.

The RSE reports to the RFC Series Oversight Committee (RSOC), a committee of the Internet Architecture Board (<http://www.iab.org>). RSOC is managing the RSE selection process and advise the IAB on the candidate appointment.

The initial contract term will be for two years, commencing on January 1, 2018. The Contract may be extended twice by mutual written agreement of the parties with each Extension being for a period of up to two years upon the same terms and conditions.

The Contract will be for a fixed price, plus expenses.

The closing date for submission of proposals is Monday, September 11, 2017.

B. Procurement Address

Proposals shall be emailed to rse-search@iab.org.

C. Questions/Inquiries

1. The sole point of contact regarding this RFP is the IETF Administrative Director (IAD), Ray Pelletier, rse-search@iab.org.
2. All questions/inquiries must be submitted in writing and must be received no later than August 21, 2017.
3. Questions/inquiries will be accepted by email at rse-search@iab.org.
4. Responses to questions and inquiries shall be posted on the IAOC website, <https://iaoc.ietf.org/rfps.html>, no later than August 28, 2017.

D. Addenda to RFP and Corrigenda

1. If the IAOC finds it necessary to revise any part of this RFP or correct any errors, an addendum will be provided in the same manner as the original RFP.
2. Addenda will be posted to the IASA website at <https://iaoc.ietf.org/rfps.html>.
3. Addenda to the RFP will not be issued after August 28, 2017.
4. The proposal shall reflect acknowledgement of receipt of all amendments, addenda and changes, if issued, with the proposal.

E. Interviews

1. The RSOC may require interviews, which may be face-to-face or conducted online.

F. Assistance

1. The RSOC may seek the assistance of others in the fulfillment of its responsibilities, such as providing for interviews by Internet community and RFC Production Center leadership.

G. Process Modification

1. In the case where timely responses to the RFP fail to meet the basic requirements, the IAOC, after consultation with the RSOC, reserves the right to modify this RFP process.
2. The IAOC may choose to re-open the RFP or to enter into further negotiations with one or more of the bidders in order to achieve the highest level of service possible within financial constraints.

H. Projected Schedule of Events

The RSOC and IAOC intend to process this RFP in accordance with the following schedule:

RFC Series Editor RFP Projected Schedule of Events	
Date	Action
August 7, 2017	RFP Issued
August 21	Questions and Inquiries deadline
August 28	Answers to questions deadline
August 28	Addenda & Corrigenda deadline
September 11	Proposals due
October 26	Contract Award
November - December	Vendor transition
January 1, 2018	Contract commence

Section II Specifications

This section provides details about the proposal submission, contract terms and contractor requirements.

- A. Term of Contract
- B. Closing Date & Submittal Requirements
- C. Duration of Proposal Offer
- D. Discretion; Cancellation, Negotiation, Contracting, Rejection, Clarification
- E. Public Information
- F. Subcontractors
- G. Incurred Expenses
- H. Nature of Contract
- I. General Contractual Conditions
- J. Bidder Affidavit
- K. Key Personnel
- L. Contractor Obligations

A. Term of Contract

1. The initial contract term will be for two years, commencing on January 1, 2018. The Contract may be extended twice by mutual written agreement of the parties with each Extension being for a period of up to two years upon the same terms and conditions.

2. The renewal of the Contract should not be presumed, as it will be based on each party's sole discretion, the needs of the community and performance under the contract.

B. Closing Date & Submittal Requirements

- 1. Proposals must be submitted by email to rse-select@iab.org no later than August 21, 2017.
- 2. Proposals or unsolicited amendments to proposals arriving after the closing date will not be considered.

C. Duration of Proposal Offer

1. Proposals shall be valid and irrevocable for 90 days following the closing date for this RFP.
2. This period may be extended by written agreement between a bidder and the IAD.

D. Discretion; Cancellation, Negotiation, Contracting, Rejection, Clarification

The issuers of this RFP may:

1. Cancel this RFP, in whole or in part, at any time.
2. Obtain the assistance of others in fulfillment of its responsibilities.
3. Disqualify proposals that are deemed to be non-responsive.
4. Reject an Bidder's proposal if the Bidder:
 - a. Fails to submit by the deadline
 - b. Fails to submit the information required
 - c. Fails to submit a proposal in accordance with the required format
 - d. Fails to submit a costs quotation response
 - e. Fails to respond to requests for clarification or to make an oral presentation, if requested
 - f. Fails to complete the Bidder Affidavit
 - g. For any other reason that the IASA deems to be reasonable
5. Seek clarification of any element of an Bidder's proposal.
6. Seek to enter into a contract with a Bidder that is deemed, in its sole discretion, to represent the best value combination of performance and cost, not necessarily the lowest bidder.

E. Public Information

The IETF is a community committed to transparency in the manner in which it conducts its operations. Accordingly, the following will apply to the contract, proposal, and negotiations:

1. The contract will be made public upon execution, except for agreed upon business confidential material.
2. The Bidders' names will be announced.
3. The Bidder's proposal will NOT be released publically.
4. Negotiations are private among the Bidder, and the IAD, the IAB, the IAOC, the RSOC, and ISOC leadership.
5. All proposals submitted by a Bidder shall become the property of the IAOC.

F. Subcontractors

1. The Internet Society will enter into agreements with a selected Bidder only, not the Bidder's subcontractors.
2. The selected Bidder shall be responsible for all products and services as required by this RFP.
3. Subcontractors, if any, shall be identified with a complete description of qualifications and roles relative to this proposal, and shall be included at the time of proposal submission.
4. Subcontractors may not be placed under contract in any way or that delegates work that the proposal indicates will be performed by Bidder personnel without the written approval of the IAD.

G. Incurred Expenses

1. The Bidder shall be responsible for any cost it has incurred in the preparation and submission of a proposal and a Contract.

H. Nature of Contract

The Contract for RFC Series Editor is that with an independent contractor. This is not an employment contract.

I. General Contractual Conditions

1. Any contract will contain the general provisions included in this RFP.
2. This RFP, including the Statement of Work (Appendix 1), and the successful Bidder's proposal will be incorporated by reference and made a part of the Contract.

J. Bidder Affidavit

1. Each proposal shall include a completed Bidder Affidavit, a copy of which is included in Appendix 2.

K. Key Personnel

1. Bidder shall identify and provide the resumes of key personnel.
2. If key personnel are identified but cannot be supplied by Bidder the Contract may be adjusted or terminated at the discretion of the IAOC, after consultation with the RSOC and the IAB.

L. Contractor Obligations

1. Contractor shall provide for and pay the compensation of its personnel, including Subcontractors (if authorized), and shall pay all taxes, contributions and benefits (such as, but not limited to, workers' compensation benefits) which an employer is required to pay relating to the employment of employees.
2. The ISOC, IAOC, IAB or RSOC will not be responsible for providing any compensation, insurance, medical, disability or other benefits to Contractor's personnel or subcontractors.

Section III Proposal Format

- A. Proposals
- B. Preparation
- C. Costs
- D. Proposal Format

A. Proposals

1. Proposals shall be submitted in the proposal format to facilitate proposal review.
2. Failure to submit the proposal in the format may be grounds for proposal rejection.

B. Preparation

Proposals should be prepared simply and economically, providing a concise and straightforward, but complete and detailed, description of the Bidder's abilities and methodologies to meet the requirements.

C. Costs

Bidder shall identify all project-related costs included directly in the proposed budget.

D. Proposal Format

1. Transmittal letter with signature of authorized representative
2. Executive Summary
3. Table of Contents
4. Bidder Experience, Qualifications and Accomplishments in this area
5. Key Personnel identified
6. Commitment to meet functional requirement
7. Methodologies for meeting functional requirements
8. References (Three references attesting to performance in similar function)
9. Cost Quotation
10. Resumes of Key Personnel
11. Subcontractor Information, if any
12. Assumptions
13. Exceptions to any specifications, terms, conditions, service levels
14. Offeror Affidavit
15. Annual Reports of Business
16. Miscellaneous Information
17. Signature Page

Section IV Selection

- A. Selection Procedure
- B. Selection Criteria
- C. Negotiation Stage
- D. Award

A. Selection Procedure

1. The RSOC will or will cause the review and evaluation of all proposals to determine if they are qualified.
2. Requests for clarity may be made of the Bidder.
3. Qualified Bidders will be notified of their selection for advancement to the negotiation phase in September.

B. Selection Criteria

- a. Bidder Qualifications and Experience performing similar services
- b. Key Personnel
- c. Bidder Ability to Meet Requirements
- d. Proposal as a reflection of Bidder's understanding of scope of work and methodologies
- e. Oral presentation, if conducted
- f. Cost to furnish the services (Note: The lowest cost offer will not necessarily be awarded a contract.)

C. Negotiation Phase

1. ISOC may enter into a contract with a Bidder that represents the best value combination of performance and cost, not necessarily the low bidder.
2. Negotiations will be undertaken in accordance with the timetable in Section I.
3. The IAOC reserves the right to solicit a best and final offer from each remaining Bidder.

D. Award

1. The Contract is expected to be executed by October 26, 2017.
2. The Contract is not awarded until a definitive contract is executed by the parties.
3. November and December 2017 will be the period of transition.
3. The Contract term begins January 1, 2018.

Section V Other Terms and Conditions

A. Intellectual Property Rights

1. All work performed by the RFC Series Editor shall be "work for hire" and the RFC Editor shall obtain no rights there from.

Section VI
Signature Page

Date Proposal Submitted: _____

Bidder: _____

Name/Title of Bidder Representative:

Address of Bidder:

Telephone: _____

Bidder Representative Email Address:

Signature of Bidder Representative:

Date: _____

Appendix I

RFC Series Editor **STATEMENT OF WORK**

PROJECT SUMMARY

The RFC Series Editor (RSE) has overall responsibility for the quality, continuity, and evolution of the Request for Comments (RFC) Series, the Internet's seminal technical standards and publications series as set forth in RFC 6635. The Series documents technical, operational, and organizational details about the Internet, covering many aspects of computer networking, including protocols, procedures, programs, and concepts. The RFC Series was created in 1969 and publishes over 350 new RFCs every year. The RFC Series Editor has both operational and policy development responsibilities, including the editorial management of the RFC Series and the development of policies for editing, publishing, archiving, and accessing RFCs. Editorial management includes supervising the RFC Production Center and the RFC Publisher contractors, which review, prepare, and publish RFC Series documents. This is an editorial management position, and does not have direct responsibility for editing RFC Series documents or document publication determinations.

A note about RFC6635: Section 2.1.5 (Workload) of RFC6635 is not applicable to this Statement of Work.

Contractor will also be required to attend three annual IETF meetings (one week in duration each) and up to two days attendance at the annual RSOC retreat.

For a detailed description of the RFC development and publication process, please see: <<http://www.rfc-editor.org/pubprocess.html>>. Additional information on the RFC Series Editor position and relationship with other entities can be found in RFC 6635 <<http://www.rfc-editor.org/info/rfc6635>>.

CONTRACT PERIOD:

- a. Term: The initial term of the Contract is two years beginning on the Effective Date.
- b. Extensions: The Contract may be extended twice by mutual written agreement of the parties with each Extension being for a period of up to two years.
- c. Effective Date: January 1, 2018

REPORTING RELATIONSHIPS

The RSE reports to the RFC Series Oversight Committee (RSOC). The RSE manages the RFC Production Center and the RFC Publisher function contractors.

SCOPE OF WORK-Primary

Operational Oversight Areas

- Develop the statements of work and performance level requirements for the Production Center and Publisher in consultation with the RFC Series Stream Managers, and the RSOC.
- Oversee and coordinate on-going Production Center and Publisher activities, resolve exceptional production or publication issues and other escalated issues, including guidance in the development of action plans to address areas requiring improvement and ensuring compliance with service details.
- Conduct annual reviews of the Production Center and the Publisher service-providers as established within contracts. Chair the committee for the selection of the Production Center and Publisher vendors.
- Provide input into the budget development process for the Production Center and Publisher contracts.
- Monitor RFC review and publication process and pursue resolution of any issues.
- Ensure on-going utility and improvement of the rfc-editor.org technical infrastructure, which is operated and maintained by the RFC Publisher during the contract period.
- Create documentation and structures that will allow for the RFC Series' continuity in the face of changes in contracts and personnel.
- Develop and maintain, in consultation with the Production Center and Internet technical community, a Style Manual for the authoring and editing of RFCs.

Policy Development Areas

- Serve as the primary representative of the RFC Series and the RFC review and publication functions, within the IETF community and externally.
- Plan and see to the execution of improvements in the RFC review and publication process, including dimensions of document quality, timeliness of production, and accessibility of results, as well as issues raised by the Internet community and the content providers.
- Lead the IETF community in the development of improvements to and the long-term evolution of the RFC Series, and developing consensus versions of vision and policy documents, to be approved by the RSOC.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelors degree or equivalent experience required; Masters degree preferred.
- Leadership and management experience, including demonstrated success in managing a matrixed, multi-vendor operation.
- Significant editorial and publishing experience desired.
- Familiarity with a wide range of Internet technologies.
- Experience as an RFC author desired.

SKILLS AND ABILITIES REQUIRED:

- Excellent written and verbal communication skills in English and technical terminology related to the Internet; knowledge of additional languages desired.
- An ability to develop a solid understanding of the IETF, its culture, and the RFC process.
- Ability to fulfill scope of work independently, via email and teleconference, with strong time-management skills.
- Willingness and ability to travel internationally as required.

- Capable of effectively functioning in a multi-actor and matrixed environment with divided authority and responsibility for project success; ability to work with clarity and flexibility with different constituencies.

CONTACT INFORMATION:

Interested candidates should send their resume, contract-rate, and references in the strictest confidence to the RSOC search committee at rse-search@iab.org.

Appendix II

Bidder's Affidavit

I HEREBY DECLARE AND AFFIRM that I am the (Title) _____,
and the duly authorized representative of (Bidder) _____,
and that I possess the legal authority to make this Affidavit on behalf of myself and the Bidder for
which I am acting.

I FURTHER AFFIRM THAT:

1. The Bidder named above is a {Insert type of entity} _____ in the
country and state of _____ and that it is in good standing and that has
filed all required statutory reports and, except as validly contested, has paid or arranged for the
payment of all taxes in the applicable jurisdictions.
2. The Bidder has been in business for _____ years and _____ months.
3. The Bidder's company registration number or U.S. Employer ID Number is: _____.

**I do solemnly declare and affirm under the penalties of perjury that the contents of this
affidavit are true and correct to the best of my knowledge, information, and belief.**

_____ By: _____
(Date) (Affiant)